

DDIS PRINCIPAL CLERK & SECRETARY IV

TOWN OF AUBURN, MA

The Town of Auburn Department of Development & Inspectional Services (DDIS) office is seeking applicants for a part time (19 hours per week) Clerk to perform various clerical and financial functions with a focus on solid waste and recycling operations. Current starting hourly rate is \$17.08. The successful applicant will be able to work independently, possess excellent customer service skills, as well as have the ability to organize & multitask. Familiarity with operation of Munis software & proficiency in Excel and Word is highly desirable.

For consideration, please submit Resume, Cover Letter, and Town of Auburn Job Application (available at www.auburnguide.com), to the Town Manager, 102 Central Street, Auburn, MA 01501 or townmgr@town.auburn.ma.us The position will remain open until filled. An Affirmative/Equal Opportunity Employer.